

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 1 of 11
	Effective Date October 1, 1984		

1. PURPOSE

- 1.1 To provide for increased efficiency of governmental operation in the City of San Diego by establishing a Suggestion Awards Program. The City has as its objective the constant stimulation of imaginative and inventive thinking throughout all City departments so as to discover all possible areas for improvement in all aspects of municipal activities and to generate and implement practical suggestions and solutions from as many employees as possible. (Municipal Code Section 22.1007)
- 1.2 To define individual and departmental responsibilities and establish procedures for administering the Suggestion Awards Program.

2. SCOPE

- 2.1 This regulation applies to all departments.

3. DEFINITIONS

- 3.1 “Suggestion” means a written proposal by an employee of the City that clearly and specifically suggests to the administration of the City a device or method to do any job, system or procedure better, quicker, easier, safer, and/or at less cost; to handle additional work load with the same staff and/or equipment; or to produce a more efficient operation with better control.
- 3.2 An “eligible employee” is any employee of the City who submits a suggestion. However, all employees will be divided into three categories defined as follows:
 - a. “Category I”: Employees who are expected to develop cost saving ideas in all areas of City operations as a natural extension of their normal job duties.
 - b. “Category II”: Employees who are expected to develop cost saving ideas within their area of professional expertise and career development.

(Supersedes Administrative Regulation 95.92, Issue 1, dated September 1, 1982)

Authorized

(Signed by John Lockwood)

ASSISTANT CITY MANAGER

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 2 of 11
	Effective Date October 1, 1984		

- c. “Category III”: Employees who are not normally expected to develop cost saving ideas outside the area of their specific job assignment.

A listing of job classifications by category of eligibility is appended to this Administrative Regulation.

- 3.3 An “eligible idea” is any improvement received in writing on an Employee Suggestion, Form RM-400, which is submitted prior to implementation or within sixty (60) days after the implementation date, with the following exceptions:

- a. Ideas concerning items contained in a Memorandum of Understanding.
- b. Ideas concerning compensation and benefits.
- c. Requests for standard items.
- d. Solutions to problems that fall within the specific scope of an officially assigned task or responsibility.
- e. Ideas which duplicate previous suggestions.
- f. Ideas that were already under active and continuous consideration prior to the receipt of the suggestion.
- g. Increases in fees or charges.
- h. Ideas that are the result of a problem solving group formed by management.

- 3.4 A “recognition award” is the award presented to the Category I eligible suggester of an adopted suggestion.

- 3.5 A “monetary award” is the compensation paid to the Category II or Category III eligible suggester of an adopted eligible suggestion. The awards shall be made according to the following schedule:

Category II:

- a. Maximum of \$1,000 or ten percent (10%) of the estimated first year’s net savings or net increase in revenue, whichever is less.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 3 of 11
	Effective Date October 1, 1984		

- a. Maximum of \$50 for suggestions where the Suggestion Award Committee finds that it is impractical or uneconomical to estimate the amount of savings or increase in revenue.
- b. Maximum of \$50 where the Suggestion Awards Committee finds that the suggestion cannot be adopted or placed in operation but that the suggestion has led directly to the adoption of improvements or changes that result in a savings or increase in revenue.

Category III:

- a. Maximum of \$5,000 or thirty percent (30%) of the estimated first year's net savings or net increase in revenue, whichever is less.
 - b. Maximum of \$500 for suggestions where the Suggestion Awards Committee finds that it is impractical or uneconomical to estimate the amount of savings or increase in revenue.
 - c. Maximum of \$500 where the Suggestion Awards Committee finds that the suggestion cannot be adopted or placed in operation but that the suggestion had led directly to the adoption of improvements or changes that result in a savings or increase in revenue.
- 3.6 "Net increase in revenue" means the estimated first year net increase in revenue production from a specific source resulting from the adoption and placing into effect of a suggestion. In estimating the net increase in revenue, the cost of placing the suggestion in effect shall be amortized over a reasonable period of time.
- 3.7 "Net savings" means the estimated first year net cost reduction resulting from the adoption and placing into effect of a suggestion. In computing net cost reduction, the cost of placing the suggestion in effect shall be amortized over a reasonable period of time.

4. POLICY

- 4.1 City employees will be encouraged to submit suggestions.
- 4.2 The Suggestion Awards Program will provide the services necessary to aid departments in encouraging the submission of employee suggestions and in processing and awarding the suggestions received.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 4 of 11
	Effective Date October 1, 1984		

4.3 Category I suggesters will be eligible for a recognition award.

4.4 Category II and III suggesters will be eligible for a monetary award.

5. RESPONSIBILITIES OF THE SUGGESTION AWARDS COMMITTEE

5.1 The membership of the Committee shall be selected in accordance with Section 22.1010 of the Municipal Code and shall consist of nine (9) members selected and appointed as follows:

- a. The City Manager or his/her alternate.
- b. Four department directors or their alternates appointed by the City Manager.
- c. One representative each from the San Diego Police Officer's Association, Municipal Employees Association, AFL-CIO Local 145-International Association of Fire Fighters, and AFL-CIO Local 127-American Federation of State, County and Municipal Employees.

5.2 A chairperson shall be selected annually, at the first meeting of the calendar year, by a majority vote of the membership of the Committee.

5.3 The Committee shall meet in regular session at least once a month. Additional meetings may be called at the discretion of the chairperson.

5.4 Any five (5) members shall constitute a quorum. Each member of the Committee shall have one vote, and at least five affirmative votes of members of the Committee shall be necessary to pass any matter requiring Committee action.

5.5 The Committee may recommend to the City Council that a recognition award be presented to a Category I suggester, that a monetary award be paid to a Category II or III suggester for an eligible suggestion upon a finding that a net savings or net increase will accrue to the City through adopting and placing the suggestion into operation.

5.6 Where the Committee finds that is impractical or uneconomical to estimate the amount of savings or revenue, the Committee may recommend that a Category I suggester be presented a recognition award, Category II suggester be paid a monetary award not to exceed \$50, and a Category III suggester be paid a monetary award not to exceed \$500, for an eligible suggestion.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 5 of 11
	Effective Date October 1, 1984		

- 5.7 Where the Committee finds that an eligible suggestion cannot be adopted, but leads directly to the adoption of improvements or changes, the Committee may recommend that a Category I suggester be presented a recognition award, a Category II suggester be paid a monetary award not to exceed \$50, and a Category III suggester be paid a monetary award not to exceed \$500.
- 5.8 The Committee shall adopt rules governing the conduct of the Committee's business, provided such rules are not in conflict with the City Charter, Municipal Code or this Administrative Regulation.

6. RESPONSIBILITIES OF COMMITTEE STAFF

- 6.1 Staff shall make all necessary arrangements for Committee meetings.
- a. Prepare an agenda and any materials necessary to the conduct of Committee business.
 - b. Prepare and distribute the minutes of all Committee meetings.
- 6.2 Staff shall publicize and promote the Suggestion Awards Program.
- 6.3 Staff shall prepare an annual statistical report and quarterly management reports.
- 6.4 Staff shall process suggestions by:
- a. Notifying suggesters in writing upon receipt of suggestions.
 - b. Reviewing suggestions to ensure:
 - i. A complete description of the situation to be improved.
 - ii. A complete description of the improved situation.
 - iii. An estimate of intangible benefits, such as improved morale, safety, quality, communication and public service.
 - iv. An estimate of monetary savings which include hours saved by job classification, material savings by quantity and frequency, equipment savings and any other identifiable savings.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 6 of 11
	Effective Date October 1, 1984		

- v. An estimate of installation costs which includes hours by job classification, materials by quantity and frequency, equipment usage and any other identifiable costs.
- c. Returning incomplete suggestions to the suggester.
- d. Routing suggestions to the proper evaluating authority.
- e. Reviewing evaluated suggestions for completeness and accuracy.
- f. Investigating adopted suggestions to ensure implementation.
- g. Notifying suggesters in writing of final Committee action.
- h. Maintaining all necessary logs, records and files or suggestions.

7. PROCEDURE - SUGGESTION AWARD

Responsibility

Action

Suggester

- 7.1 Submits suggestion on an Employee Suggestion, Form RM-400, by
 - a. Completely describing the situation to be improved.
 - b. Completely describing the improved situation.
 - c. Providing an estimate of intangible benefits, such as improved morale, safety, quality, communication and public service.
 - d. Providing an estimate of monetary savings which includes hours saved by job classification, material savings by quantity and frequency, equipment changes and any other identifiable savings.
 - e. Providing an estimate of installation costs which includes hours by job classification, materials by quantity and frequency, equipment usage and any other identifiable costs.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 7 of 11
	Effective Date October 1, 1984		

Responsibility

Action

Suggester (cont'd)	7.2	Signs the suggestion and forwards it to the Suggestion Awards Administrator.
Suggestion Awards Administrator	7.3	Dates, numbers and logs the suggestion.
	7.4	Reviews the suggestion for completeness.
	a.	If incomplete, returns the suggestion to the suggester, outlining what is required for completeness.
	b.	Diaries the suggestion for thirty (30) days. If the suggester has not responded, closes out the suggestion by notifying the suggester in writing.
	7.5	If suggestion is complete, acknowledges the receipt of the suggestion in writing.
Evaluating Department(s)	7.6	Forwards the suggestion to the appropriate department for evaluation, or evaluates the suggestion if it concerns the Suggestion Awards Program or obviously falls in the category of an ineligible idea.
	7.7	Evaluates the suggestion within 90 days using a Suggestion Evaluation, Form RM-401, specifying savings, non-savings benefits, installation costs and implementation date.
	7.8	If a final evaluation cannot be completed within 90 days, forwards an interim report to the Suggestion Awards Administrator specifying reasons.
	7.9	Implements the suggestion or recommends that suggestion not be implemented.
Suggestion Awards Administrator	7.10	Forwards the suggestion evaluation, after Department Director approval, to the Suggestion Awards Administrator.
	7.11	Reviews the suggestion evaluation for completeness and accuracy of computations.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 8 of 11
	Effective Date October 1, 1984		

Responsibility

Action

Suggestion Awards
Administrator

- 7.12 Travels to the location where the suggestion has been implemented, views the suggestion in action, and insures the accuracy of the suggestion evaluation.
- 7.13 Prepares the suggestion and evaluation for Suggestion Awards Committee review, recommending an award, if appropriate.

Suggestion Awards
Committee

- 7.14 Reviews all suggestions and recommends awards for City Council approval.

Suggestion Awards
Administrator

- 7.15 Notifies the suggester in writing of Committee action.
- 7.16 Verifies with liaison in the benefiting department(s) the appropriate accounting data for award payments.
- 7.17 Forwards a copy of the suggestion evaluation and direct payment request to the liaison in the department which is paying for award.
- 7.18 Schedules implemented suggestion for City Council review, award approval, and presentation if the monetary award approved is \$500 or more.

- 7.19 Forwards monetary awards under \$500 to Department Directors for presentation to suggesters.

Suggester=s Department

- 7.20 Presents the award to the suggester.

Suggestion Awards
Administrator

- 7.21 Forwards a copy of all implemented suggestions to the Financial Management Department.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 9 of 11
	Effective Date October 1, 1984		

8. PROCEDURE - DISAGREEMENT WITH COMMITTEE ACTION

Responsibility

Action

- | | | |
|--|-----|--|
| Suggester | 8.1 | Upon receipt of written notification from Suggestion Awards Administrator, notifies Administrator in writing of arguments for reconsideration by either department evaluators or the Suggestion Awards Committee. |
| Suggestion Awards Administrator | 8.2 | Assesses the additional data. If the additional data provided by the suggester was not taken into consideration in initial considerations, forwards to the appropriate authority for review. If the data was considered, responds in writing to the suggester. |
| Evaluating Department or Suggestion Awards Committee | 8.3 | Evaluates additional data and responds to Suggestion Awards Administrator. Only one reevaluation will be conducted. |
| Suggestion Awards Administrator | 8.4 | Prepares the response for Suggestion Awards Committee review, if necessary. |
| | 8.5 | Notifies the suggester and evaluator in writing of the results of the additional review and investigation. |

9. PROCEDURE - 12-MONTH REVIEW OF ADOPTED SUGGESTIONS

Responsibility

Action

- | | | |
|---------------------------------|-----|---|
| Suggestion Awards Administrator | 9.1 | For all monetary awards, forwards a copy of the suggestion, original evaluation and a 12-Month Evaluation, Form RM-402, to the appropriate evaluating department. |
| Evaluating Department | 9.2 | Evaluates the suggestion, documenting any changes occurring since the original evaluation. |
| | 9.3 | After obtaining Department Director approval, forwards Form RM-402 to Suggestion Award Administrator. |

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 10 of 11
	Effective Date October 1, 1984		

Responsibility

Action

Suggestion Awards
Administrator

- 9.4 Reviews the 12-month evaluation for completeness and accuracy.
- 9.5 Prepares the suggestion and evaluation for Suggestion Awards Committee review, recommending an award if appropriate.

Suggestion Awards
Committee

- 9.6 Reviews 12-month evaluation and, if appropriate recommends an award for City Council approval.

Suggestion Awards
Administrator

- 9.7 Notifies the suggester and evaluator in writing of Committee action.
- 9.8 Verifies with liaison in the benefiting department(s) the appropriate accounting data for award payment.
- 9.9 Forwards a copy of the suggestion evaluation and direct payment request, to the liaison in the department which is paying for the award.
- 9.10 Schedules 12-month evaluation award for City Council review, award approval and presentation if the monetary award approved is \$500 or more.

- 9.11 Forwards monetary awards of lesser amounts to Department Directors for presentation to suggester.

Suggester's Department

- 9.12 Presents the award to the suggester.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT SUGGESTION AWARDS PROGRAM	Number 95.92	Issue 2	Page 11 of 11
	Effective Date October 1, 1984		

APPENDIX

Legal References

Municipal Code Section 22.1007-22.1018

Forms Involved

RM-400, Employee Suggestion
RM-401, Suggestion Evaluation
RM-402, 12-Month Evaluation

Subject Index

Suggestions, Suggestion Evaluation, 12-Month Reviews

Attachments

Attachment I - Suggestion Eligibility Categories

Administering Department

Risk Management

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY I

Classification Title

Accountant IV
 Administrative Services Manager
 Administrative Intern
 Administrative Intern-Mayor/Council
 Agricultural Lease Manager
 ARJIS Administrator
 Assistant City Attorney
 Assistant City Auditor & Comptroller
 Assistant City Clerk
 Assistant City Librarian
 Assistant City Manager
 Assistant Department Director
 Assistant Deputy Director
 Assistant Environmental Services Director
 Assistant Executive Services Director
 Assistant Financial Management Director
 Assistant Fire Chief
 Assistant For Community Outreach
 Assistant Intergovernmental Relations Director
 Assistant Investment Officer
 Assistant MWWDD Director
 Assistant Personnel Director
 Assistant Planning & Development Review Director
 Assistant Planning Director
 Assistant Police Chief
 Assistant Property Agent
 Assistant Purchasing Agent
 Assistant Real Estate Assets Director
 Assistant Recreation Center Director
 Assistant Retirement Administrator
 Assistant Retirement General Counsel
 Assistant Risk Management Director
 Assistant To City Manager
 Assistant To Environmental Services Director
 Assistant To Executive Director, Human Relations
 Assistant To Fire Chief
 Assistant To Mayor
 Assistant To Neighborhood Code Compliance Director
 Assistant To Park & Recreation Director
 Assistant To Plan & Development Review Director

Classification Title

Assistant To Planning Director
 Assistant To Police Chief/Civilian
 Assistant To The Director
 Assistant To The Eng & Cap Projects Director
 Assistant To The Police Chief
 Assistant To The Water Department Director
 Assistant Transportation Director
 Assistant Treasurer
 Associate Counsel
 Binational Affairs Officer
 Budget Services Manager
 Building Code & Noise Abatement Supervisor
 Building Inspection Supervisor
 Business Center Manager
 Child Care Coordinator
 City Architect
 City Attorney
 City Auditor & Comptroller
 City Clerk
 City Librarian
 City Manager
 City Planner
 Claims And Insurance Manager
 Community Development Administrator
 Community Development Coordinator
 Council Assistant
 Council Committee Consultant
 Council Member
 Council Representative I
 Council Representative II
 Department Director
 Deputy City Attorney
 Deputy City Manager
 Deputy Director
 Deputy Director, Records Management & Info
 Deputy Fire Chief
 Deputy Library Director
 Deputy Planning Director
 Disability Services Coordinator
 Economist

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)

CATEGORY I (Continued)

Classification Title

Employee Benefits Administrator
 Employee Benefits Specialist I
 Employee Benefits Specialist II
 Endowment Officer
 Engineering & Capital Projects Director
 Engineering Trainee
 Environmental Services Director
 Equal Employment Investigation
 Equal Opportunity Contracting
 Executive Assistant Police Chief
 Executive Director
 Executive Services Director
 Facility Manager
 Financial Management Director
 Financial Operations Manager
 Fire Chief
 Fire Shift Commander
 Fleet Manager
 Golf Course Operations Manager
 Graffiti Program Manager
 Grants Coordinator
 Homeless Services Coordinator
 Information Services Manager
 Information Systems Administrator
 Information Systems Analyst I
 Information Systems Analyst II
 Information Systems Analyst III
 Information Systems Analyst IV
 Intergovernmental Relations Director
 Investment Officer
 Labor Relations Manager
 Legal Intern
 Library Intern
 Lifeguard Chief
 Literacy Program Administrator
 Management Assistant To City Manager
 Marine Safety Captain
 Mayor
 Medical Operations Coordinator
 Medical Operations Coordinator (Uniform)
 Metropolitan Wastewater Department Director

Classification Title

Neighborhood Code Compliance Director
 Neighborhood Services Coordinator
 Organizational Effectiveness Program Manager
 Paramedic Coordinator
 Park And Recreation Director
 Personnel Director
 Planning & Development Review Director
 Planning Director
 Planning Intern
 Police Chief
 Police Commander
 Police Commander/Civilian
 Police Intern
 Police Personnel Manager
 Police Property & Records Administrator
 Police Special Projects Manager
 Principal Accountant
 Principal Assistant To City Attorney
 Principal Assistant To Mayor
 Principal Planner
 Print Shop Manager
 Program Coordinator
 Program Manager
 Public Art Program Administrator
 Purchasing Agent
 Quality Management Coordinator
 Real Estate Assets Director
 Recycling Program Manager
 Regional Urban Information System Administrator
 Resource Development Officer
 Retirement Administrator
 Retirement General Counsel
 Revenue Programs Manager
 Risk Management Director
 Senior Council Committee Consultant
 Senior Legal Intern
 Senior Systems Analyst
 Student Intern
 Student Intern - Mayor/Council
 Supervising Management Analyst
 Transportation Director

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)

CATEGORY I (Continued)**Classification Title**

Treasurer
Water Department Director
Work Service Aide

Classification Title

Youth Services Administrator
Zoning Administrator

CATEGORY II**Classification Title**

Accountant I
Accountant II
Accountant III
Administrative Aide I
Administrative Aide II
Airport Manager
Area Manager I
Area Manager II
Asbestos Program Manager
Assistant Binational Affairs
Assistant Chemist
Assistant Economist
Assistant Engineer-Civil
Assistant Engineer-Electrical
Assistant Engineer-Mechanical
Assistant Engineer-Traffic
Assistant Facility Manager
Assistant Fire Marshal
Assistant Fire Marshal/Civilian
Assistant Management Analyst
Assistant Park Designer
Assistant Personnel Analyst
Assistant Planner
Assistant Rate Analyst
Assistant Stadium Manager
Associate Chemist
Associate Communications Engineer
Associate Economist
Associate Engineer-Civil
Associate Engineer-Corrosion
Associate Engineer-Electrical
Associate Engineer-Mechanical
Associate Engineer-Traffic

Classification Title

Associate Management Analyst
Associate Personnel Analyst
Associate Planner
Associate Property Agent
Biologist II
Biologist III
Buyer's Aide I
Buyer's Aide II
Cemetery Manager
Central Stores Program Manager
City Attorney Investigator
Claims Representative I I
Code Compliance Officer
Code Compliance Supervisor
Collections Manager
Combination Inspector I
Combination Inspector II
Committee Consultant Secretary
Community Development Spec I
Community Development Spec II
Community Development Spec III
Community Development Spec IV
Confidential Secretary To City Attorney
Confidential Secretary To City Council
Confidential Secretary To City Manager
Confidential Secretary To Mayor
Confidential Secretary To Police Chief
Council Secretary
Crime Laboratory Manager
Criminalist
Deputy Noise Abatement Officer
Deputy Personnel Director
Disposal Site Supervisor

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY II (Continued)

Classification Title

Dispute Resolution Officer
District Manager
District Refuse Collection Supervisor
Electrical Inspector I
Electrical Inspector II
Employee Assistance Counselor
Employee Assistance Program Manager
Fire Battalion Chief
Fire Battalion Chief - Mast
Fire Prevention Supervisor
General Utility Supervisor
General Water Utility Supervisor
Golf Course Manager
Golf Course Superintendent
Graphic Communications Manager
Hazardous Material Inspector III
Hazardous Material/Pretreatment Trainee
Hazardous Materials Inspector I
Hazardous Materials Inspector II
Hazardous Materials Program Manager
Horticulturist
Housing Inspector I
Housing Inspector II
Investigation Support Manager
Junior Engineer-Civil
Junior Engineer-Electrical
Junior Engineer-Mechanical
Lakes Program Manager
Land Surveying Assistant
Land Surveying Associate
Librarian IV
Litter Control Supervisor (Terminal)
Management Trainee
Marine Biologist I
Marine Biologist II
Marine Biologist III
Marine Safety Lieutenant
Mechanical Inspector I
Mechanical Inspector II
Noise Abatement Officer

Classification Title

Organizational Effectiveness Specialist I
Organizational Effectiveness Specialist II
Organizational Effectiveness Specialist III
Organizational Effectiveness Supervisor
Park Designer
Plan Review Specialist III
Plan Review Specialist IV
Police Captain
Police Lieutenant
Power Plant Superintendent
Principal Attorney Investigator
Principal Customer Services Representative
Principal Legal Assistant
Principal Plan Review Specialist
Principal Plant Technician Supervisor
Principal Police Records Clerk
Principal Procurement Specialist
Principal Utility Supervisor
Print Shop Supervisor
Procurement Specialist
Programmer Analyst II
Programmer Analyst III
Project Assistant
Project Officer I
Project Officer II
Property & Evidence Supervisor
Property Agent
Public Information Officer
Public Works Superintendent
Pump Station Operations Supervisor
Ranger/Diver Supervisor
Rate Analyst
Refuse Collection Manager
Rehabilitation Coordinator
Safety & Training Manager
Safety Officer
Safety Representative II
Senior Attorney Investigator
Senior Airport Operations Assistant
Senior Biologist

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY II (Continued)

Classification Title	Classification Title
Senior Building Maintenance Supervisor	Stadium Maintenance Supervisor
Senior Chemist	Stadium Turf Manager
Senior Civil Engineer	Structural Engineering Associate
Senior Combination Inspector	Structural Engineering Assistant
Senior Communications Engineer	Structural Engineering Senior
Senior Communications Technician Supervisor	Structural Inspector I
Senior Disposal Site Supervisor	Structural Inspector II
Senior Electrical Engineer	Supervising Academy Instructor
Senior Electrical Inspector	Supervising Claims Representative
Senior Electrical Supervisor	Supervising Criminalist
Senior Engineer-Fire Protection	Supervising HazMat Inspector
Senior Engineering Geologist	Supervising Librarian
Senior Housing Inspector	Supervising Personnel Analyst
Senior Land Surveyor	Supervising Plan Review Specialist
Senior Legislative Recorder	Supervising Property Agent
Senior Management Analyst	Supervising Public Information Officer
Senior Marine Biologist	Supervising Recreation Special
Senior Mechanical Engineer	Supervising Recycling Specialist
Senior Mechanical Inspector	Supervising Wastewater Pretreat Inspector
Senior Park Ranger	Training Supervisor
Senior Personnel Analyst	Victim Services Coordinator
Senior Planner	Wastewater Pretreat Program Manager
Senior Plant Technician Supervisor	Wastewater Pretreatment Inspector II
Senior Procurement Specialist	Wastewater Pretreatment Inspector III
Senior Property & Evidence Supervisor	Wastewater Treatment Superintendent
Senior Structural Inspector	Water Distribution Operations
Senior Traffic Engineer	Water Production Superintendent
Senior Public Information Officer	Work Control Manager

CATEGORY III

Classification Title	Classification Title
Account Audit Clerk	Apprentice I-Electrician (4 Yr)
Account Clerk	Apprentice I-Electrician (5 Yr)
Accountant Trainee	Apprentice I-Equipment Mechanic
Airport Operations Assistant	Apprentice I-Equipment Painter
Apprentice	Apprentice I-Heating Technician
Apprentice I-Building Inspector	Apprentice II-Building Inspector
Apprentice I-Carpenter	Apprentice II-Carpenter
Apprentice I-Communications Technician	Apprentice II-Communications Technician

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title	Classification Title
Apprentice II-Electrician (4 Yr)	Cement Gun Operator
Apprentice II-Electrician (5 Yr)	Claims Aide
Apprentice II-Equipment Mechanic	Claims Clerk
Apprentice II-Equipment Painter	Claims Representative I
Apprentice II-Heating Technician	Clerical Assistant I
Apprentice II-Machinist	Clerical Assistant II
Apprentice II-Painter	Collections Investigator I
Apprentice II-Plumber	Collections Investigator II
Apprentice II-Refrigeration Mechanic	Collections Investigator III
Apprentice II-Welder	Collections Investigator Trainer
Apprentice I-Machinist	Communications Technician
Apprentice I-Painter	Communications Technician Supervisor
Apprentice I-Plumber	Community Real Assistant To Police Chief
Apprentice I-Refrigeration Mechanic	Community Service Officer I
Apprentice I-Welder	Community Service Officer II
Aquatics Technician I	Construction Estimator
Aquatics Technician II	Court Support Clerk I
Aquatics Technician Supervisor	Court Support Clerk II
Area Refuse Collection Supervisor	Custodian I
Assistant Criminalist	Custodian II
Assistant Customer Services Supervisor	Custodian III
Assistant Laboratory Technician	Customer Services Representative
Assistant Reservoir Keeper	Customer Services Supervisor
Assistant Wastewater Plant Operator	Data Entry Operator
Assistant Water Distribution Operator	Data Entry Supervisor
Assistant Water Plant Operator	Deputy City Clerk I
Audio Visual Specialist	Deputy City Clerk II
Auto Messenger	Deputy Director, Legislative Services & Elections
Benefits Representative I	Dispatcher I
Benefits Representative I I	Dispatcher II
Bindery Worker III	Dispatcher II
Biologist I	Disposal Site Representative
Building Maintenance Supervisor	Document Examiner I
Boat Operator	Document Examiner II
Body And Fender Mechanic	Document Examiner III
Bookmobile Driver	Document Input Clerk (Terminal)
Building Service Technician	Documents Input Supervisor (Terminal)
Building Services Supervisor	Drafting Aide
Building Supervisor	Editor/Proofreader
Cal-Id Technician	Electrician
Carpenter	Electrician Supervisor
Carpenter Supervisor	Electronics Technician
Cashier	Electronics Technician Supervisor
Cement Finisher	Emergency Medical Technician

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title	Classification Title
Equipment Mechanic	Heavy Truck Driver I
Equipment Operator I	Heavy Truck Driver II
Equipment Operator II	Hydrography Aide
Equipment Operator III	Information Systems Technician
Equipment Painter	Instrumentation & Control Supervisor
Equipment Repair Supervisor	Instrumentation & Control Technician
Equipment Service Supervisor	Intermediate Stenographer
Equipment Service Writer	Interview & Interrogation Specialist I
Equipment Technician I	Interview & Interrogation Specialist III
Equipment Technician II	Interview and Interrogation Specialist II
Equipment Technician III	Irrigation Specialist
Equipment Trainer	Junior Chemist
Executive Secretary	Junior Engineering Aide
Field Representative	Junior Planner
Fire Captain	Junior Property Agent
Fire Captain - Mast	Junior Stenographer
Fire Dispatch Supervisor	Laboratory Assistant
Fire Dispatcher	Laboratory Technician
Fire Engineer	Laborer
Fire Engineer - Mast	Lake Aide I
Fire Fighter I	Lake Aide II
Fire Fighter II	Landfill Equipment Operator
Fire Fighter II - Mast	Latent Print & Forensic Supervisor
Fire Prevention Inspector I/Ci	Latent Print Examiner I
Fire Prevention Inspector II	Latent Print Examiner II
Fire Prevention Inspector II/C	Layout Composer
Fire Recruit	Lead Cemetery Groundskeeper
Fitness Specialist	Lead Fire Dispatcher (Terminal)
Fleet Parts Buyer	Lead Fire Dispatcher (Terminal)
Forensic Alcohol Analyst	Legal Assistant
Forensic Specialist	Legal Assistant
Golf Starter	Legal Secretary
Golf Starter Supervisor	Legislative Recorder I
Graphic Design Supervisor	Legislative Recorder II
Graphic Designer	Librarian I
Greenskeeper	Librarian II
Greenskeeper Supervisor	Librarian III
Grounds Maintenance Manager	Library Aide
Grounds Maintenance Supervisor	Library Assistant
Grounds Maintenance Worker I	Library Clerk
Grounds Maintenance Worker II	Library Technician
Grounds Maintenance Worker III	Lifeguard I
Heat, Vent & A/C Supervisor	Lifeguard II
Heating Technician	Lifeguard III

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title

Light Equipment Operator
 Lithographic Technician
 Litter Control Inspector
 Locksmith
 Machinist
 Metal Fabrication Services Supervisor
 Metal Fabrication Supervisor
 Meter Reader
 Micrographics Clerk
 Motive Service Technician
 Motive Service Trainee
 Motor Sweeper Operator
 Motor Sweeper Supervisor
 Multimedia Production Coordinator
 Nursery Gardener
 Nursery Supervisor
 Offset Press Supervisor
 Painter
 Painter Supervisor
 Paramedic I
 Paramedic II
 Park Ranger
 Parking Enforcement Officer I
 Parking Enforcement Officer II
 Parking Enforcement Supervisor
 Payroll Audit Specialist I
 Payroll Audit Specialist II
 Payroll Audit Supervisor-Audit
 Payroll Audit Supervisor-Personnel
 Payroll Specialist I
 Payroll Specialist II
 Payroll Supervisor
 Personnel Assistant I
 Personnel Assistant II
 Pesticide Applicator
 Pesticide Supervisor
 Photographer
 Plan Review Specialist I
 Plan Review Specialist II
 Planning Technician I
 Planning Technician II
 Planning Technician III
 Plant Operator Trainee
 Plant Process Control Supervisor

Classification Title

Plant Process Control Electrician
 Plant Technician I
 Plant Technician II
 Plant Technician III
 Plant Technician Supervisor
 Plasterer
 Plumber
 Plumber Supervisor
 Police Agent
 Police Code Compliance Officer
 Police Code Compliance Supervisor
 Police Dispatch Supervisor
 Police Dispatcher
 Police Investigative Aide I
 Police Investigative Aide II
 Police Lead Dispatcher
 Police Officer I
 Police Officer II
 Police Property & Evidence Clerk
 Police Records Clerk
 Police Recruit
 Police Recruit/Sworn Trainee
 Police Sergeant
 Pool Guard I
 Pool Guard I - Hourly
 Pool Guard II
 Pool Guard II
 Power Plant Operator
 Power Plant Supervisor
 Principal Clerk
 Principal Engineering Aide
 Principal Survey Aide
 Principal Test Administration
 Principal Traffic Engineering Aide
 Procurement Trainee
 Public Information Clerk
 Public Information Specialist
 Public Information Supervisor
 Public Service Aide
 Public Service Worker
 Public Works Dispatch Supervisor
 Public Works Dispatcher
 Public Works Supervisor
 Pump Station Operator

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title

Pump Station Operator Trainee
 Recreation Center Director I
 Recreation Center Director III
 Recreation Leader I
 Recreation Leader II
 Recreation Specialist
 Recycling Specialist I
 Recycling Specialist II
 Recycling Specialist III
 Refrigeration Mechanic
 Reservoir Keeper
 Retirement Assistant
 Roofer
 Roofing Supervisor
 Safety Representative I
 Sanitation Driver I
 Sanitation Driver II
 Sanitation Driver Trainee
 Senior Account Audit Clerk
 Senior Account Clerk
 Senior Accounts Payable Audit Clerk
 Senior Boat Operator
 Senior Cashier
 Senior Claims Representative
 Senior Clerk/Typist
 Senior Code Compliance Supervisor
 Senior Customer Services Representative
 Senior Data Entry Operator
 Senior Disposal Site Representative
 Senior Drafting Aide
 Senior Engineering Aide
 Senior Legal Assistant
 Senior Legal Secretary
 Senior Library Technician
 Senior Locksmith
 Senior Meter Reader
 Senior Motive Service Technician
 Senior Offset Press Operator
 Senior Parking Meter Technician
 Senior Police Records Clerk
 Senior Power Plant Supervisor
 Senior Refrigeration Mechanic
 Senior Stable Attendant
 Senior Stadium Groundskeeper

Classification Title

Senior Survey Aide
 Senior Test Administration Specialist
 Senior Utility Supervisor
 Senior Wastewater Operations Supervisor
 Senior Water Operations Supervisor
 Senior Water Utility Supervisor
 Senior Zoning Investigator
 Seven-Gang Mower Operator
 Sign Painter
 Sign Shop Supervisor
 Spec Events Traffic Control Supervisor
 Special Event Traffic Control
 Stable Attendant
 Stadium Groundskeeper
 Stadium Maintenance Technician
 Stock Clerk
 Storekeeper I
 Storekeeper II
 Storekeeper III
 Stores Operations Supervisor
 Student Engineer
 Student Worker
 Student Worker
 Supervising Cal-Id Technician
 Supervising Cal-Id Technician
 Supervising Custodian
 Supervising Disposal Site Representative
 Supervising Field Representative
 Supervising Meter Reader
 Swimming Pool Manager I
 Swimming Pool Manager II
 Swimming Pool Manager III
 Tank Service Technician I
 Test Administration Specialist
 Traffic Signal Supervisor
 Traffic Signal Technician I
 Traffic Signal Technician II
 Tree Maintenance Crew Leader
 Tree Maintenance Supervisor
 Tree Trimmer
 Utility Supervisor
 Utility Worker I
 Utility Worker II
 Vehicle And Fuel Clerk

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title

Wastewater Operations Supervisor
Wastewater Plant Operator
Water Distribution Operator
Water Distribution Operator Trainer
Water Operations Supervisor

Classification Title

Water Plant Operator
Water Utility Supervisor
Water Utility Worker
Zoning Investigator I
Zoning Investigator II